EPSQ

Electronic Personnel
Security Questionnaire

Timeframes From DSS

Automated ENTNAC 25-50 days

Manual ENTNAC 130 days

NAC 107 days

NACLAC 135 days

Guidance

The current procedure of submitting automated ENTNAC's will continue until further notice.

- The criteria for submitting an automated ENTNAC's is:
  - Native born citizen
  - Non prior service
  - No serious/felony convictions
  - No security clearance required
- Must use SF-86 (paper) with automated format

Guidance

Manual ENTNAC's are required on all other cases, And must utilize the EPSQ format.

- The criteria for manual ENTNAC's is:
  - Born outside the united states
  - Prior service
  - Serious/felony convictions
  - Security clearance required
- Must use **EPSQ** worksheet with manual format

Guidance

ENLISTED ACCESSIONS REGULAR/RESERVE

After **1 November 1999**

All contracted enlisted Accessions must have an

Automated ENTNAC / EPSQ submission utilizing the criteria listed

previously.

Guidance

This must be accomplished prior to shipping/accessing.

The questionnaire for national security positions, (SF-86), completely documented, and the fingerprint Card will be the source documents used for all enlisted Accessions eligible for an automated ENTNAC.

Note: the use of the EPSQ for those accessions which can be processed with the automated ENTNAC are **prohibited**.

Guidance

OFFICER ACCESSIONS

After 1 November 1999, this program will use the EPSQ
format only, due to all accessions require clearances.

OCC applicants will have EPSQ's submitted at time of application.

PLC candidates will be submitted after approved for training.

Guidance

The DSS Website www.dss.mil has many helpful links, to include

User Guides and Instructional Manuals, which can be downloaded.

Problems of a technical nature can be addressed to a toll free

number: 1-800-542-0237.

EPSQ Procedures

1. The RSS Recruiter/NCOIC, or OSO will have the applicant fill EPSQ Worksheet.

2. Screen for accuracy and completeness, since the SF-86 Worksheet is the source document to complete the SUBJECT VERSION of the EPSQ at the RSS/OSO Level.

3. RSS's recruiters /NCOIC's, and OSO's will initiate the SUBJECT VERSION using a local PC or Laptop, and forward to the Security Officer via disc/email.

EPSQ Procedures

4. The Security Officer will validate the SUBJECT VERSION and forward to DSS at DEP-in.

5. A copy of the EPSQ will become a part of the enlistment package, along with the Fingerprint Card, on the date of processing.

Note: OSO's will submit EPSQ at times.

Tracking

The EPSQ is submitted electronically to DSS from to their web site or can be emailed from a disk.

The DSS email address is:

EPSQ20@epsq.dss.mil.

The web site encrypts the file to ensure confidentiality. The EPSQ Receipt System posts on the DSS Website all EPSQ's received within the last 60 days. Posting of forwarded EPSQ's is usually within 24 hours. If an individual has shipped and their EPSQ does not post in 72 hours, resubmit on disc. The only requirement for enlisted accession is submission.

Action

Recruiting Stations (RS's):

The following action is required to allow for implementation by
1 November 99:

1. Load Subject Version on NCOIC’s / OSO’s telos notebooks

2. Provide training for use of the EPSQ

3. Implement the use of EPSQ in accordance with MCRC Frost Call 001-00 dated 1 October 99.

Action

Determine if the enlisted applicant is eligible for an Automated

ENTNAC, or requires an EPSQ.

Determine if the EPSQ will be initiated at the RSS level by recruiters/NCOIC’s and OSO’s using the SUBJECT VERSION or at the RS using the SECURITY OFFICER VERSION.

Ensure the software for implementing EPSQ is loaded on all necessary computers

Action

Assign designated user ID and password to RS/RSS/OSO users of the SUBJECT VERSION and assign security officers to execute the SECURITY OFFICER VERSION.

Locally produce copies of SF-86 Worksheet.

Purge members of the DEP, contracted prior to 1 November 1999, who have Programs/MOS's which require Security Clearances and resubmit using the EPSQ. This action will ensure that once the applicant is a Marine and reports for instruction, they will have a clearance to start their MOS school.

Action

If a member of the DEP is submitted as a Automated ENTNAC and it is returned as unfavorable and requires a manual submission it must be resubmitted as an EPSQ. Members of the DEP who have additional info relating to their Automated ENTNAC/EPSQ (i.e. In-DEP moral waiver) will have that information recorded on the SF-86 or added to the paper copy of the EPSQ, BUT DO NOT REQUIRE RESUBMISSION TO DSS.

Action

Members of the DEP who were submitted as Automated
ENTNAC's and will be accessing onto active duty/active duty for
training with an Incentive Program/MOS which requires a
Clearance MUST HAVE AN EPSQ RESUBMIITED.

Ensure no member contracted after 1 November 1999 accesses
without an EPSQ verified submission received at DSS or
Automated ENTNAC.

Action

Districts/Regions/Recruiters School: Ensure compliance at the RS

level for all facets of the submission of the EPSQ. Incorporate

changes to MEPS LNCO, NCOIC, and Recruiters School Courses

for the implementation of EPSQ.

Helpful Points on EPSQ

The EPSQ 2.1 Versions contain the following user tools:

Create	Modify	Validation	Reports
Communication	Utilities	Help	Exit

Helpful Points on EPSQ

There are 43 Modules contained in the EPSQ:

Modules 1 through 10 - contain the most data
Modules 11 through 16 - contain minimum data
Modules 17 through 42 are yes/no questions
Module 43 is remarks section.

The Subject Version with 43 modules takes approximately 20-25 minutes to initiate using SF-86 Worksheet as a source document.

Use the remarks section, module 43 of the EPSQ, to annotate, additional arrests, convictions, and drug usage not required by EPSQ, but required by USMC requirements.

Helpful Points on EPSQ

Employment record, to prevent date gaps, ensure all periods of

unemployment are recorded from date specified to current time.

Ensure the proper type of investigation is requested, to include

asking for clearances for applicants who you anticipate

might/could receive a program/MOS, which require a clearance.

(i.e. DEP as 9900 to get a UV while In DEP. Request a NAC/SSBI

when submitting EPSQ).

Helpful Points on EPSQ

Clearance requirements for submission of EPSQ are:

Basic Marine (No Clearance Required)	=	NAC
Confidential / Secret Clearance	=	NAC/SECRET
Top Secret Clearances	=	NAC/SSBI
Officer Applicants (PLC/OCC)	=	NAC/SECRET

Helpful Points on EPSQ

In the **Validation** tool of EPSQ always send the document to the screen first, before printing, then scan and print.

Save all EPSQ's to a disk after printing and before transmitting. Once printed and saved the SF-86 Worksheet can be destroyed.

ALWAYS TRANSMIT EPSQ as an email attachment. The email address is**: EPSQ20@epsq.dss.mil**

Helpful Points on EPSQ

Make copies of EPSQ SF-86 Worksheet, for field use by recruiters/NCOIC's/OSO's to prepare Subject Version of EPSQ at the RSS/OSO level, or for processing at MEPS and later forwarded to the RS for implementation of the EPSQ.

EPSQ Security Officers (MEPS LNCO from RSS/OSO) retrieve the EPSQ on subject, validate, and transmit to DSS via email on the date of DEP. EPSQ Security Officer (RS from the MEPS LNCO) using the SF-86 Worksheet as a source document , and implement submission of the EPSQ after contracting and prior to shipping to recruit training.

Helpful Points on EPSQ

If a member of the DEP is submitted as a **Automated ENTNAC is returned as <u>Unfavorable</u> and requires a manual resubmission, It must be resubmitted as an EPSQ.**

Members Of the DEP who have additional info relating to their Automated ENTNAC/EPSQ (i.e. In-DEP moral waiver) will have that information recorded on the SF-86 or added to the paper copy of the EPSQ,
BUT DO NOT REQUIRE RE- SUBMISSION TO DSS.

Helpful Points on EPSQ

Member of the DEP who were submitted as Automated ENTNAC's

and will be accessing onto active duty/active duty for training with

an Incentive Program/MOS which requires a Clearance

MUST HAVE AN EPSQ RESUBMIITED.

Ensure no contracted member accesses without an EPSQ

Submission received at DSS or an Automated ENTNAC.

Recommendations

Appoint RS ISC to install;

- Subject Version (only) on NCOIC's / OSO's computers
- Security Officer's Version on MEPS and Operations computers

Print EPSQ Worksheet for Recruiters and provide electronic copy for NCOIC's

Conduct Training for all hands

Establish Commanders Policy letters for assigning programs while in the DEP to ensure EPSQ is completed prior to ship dates